

# WELCOME BACK !

Your facilitators:

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Danielle Turk



**BREAK**fora**PLATE**.com

# Important Information

Attendance for the full webinar is required.

Training Document must be submitted to  
ALSDE prior to approval.

Email Document and application to:

[sfsp@alsde.edu](mailto:sfsp@alsde.edu)

Or Fax to: 334-694-4955



# Objectives for this session:

- Review major responsibilities
- Provide updates to the program
- Offer strategies and resources for operating a successful program
- Share most common Administrative Review findings

## **ALSDE Responsibilities**

- Reimburse sponsors based on meal participation**
- Monitor for compliance with SFSP regulations**
- Technical assistance**

## **Sponsor Responsibilities**

- Follow USDA requirements**
- Conduct a non profit food service**
- Keep all records and exercise management control over all sites and be responsible for all program aspects**



## IMPORTANT CHANGES FOR 2020

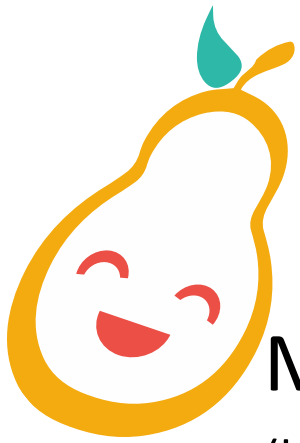
Submit your **Waiver Request** if you wish to : **(Not a Program Requirement)**

1. Implement OVS (Schools do not have to submit waiver)
2. Not require time restrictions between meals.
3. Use Area Eligibility for Closed Enrolled Sites in place of IEF.
4. Monitor only New Sites and Problematic Sites during the First Week of Operation.

**If you do not submit a waiver  
then you will be required to :**

- 1. Monitor all sites within the first week of operation**
- 2. Can not Implement OVS unless you are a school**
- 3. Meals can not be served unless there is 3 hours between meal service and 4 hours between a lunch and supper for those Residential Camps**
- 4. Only use IEF forms for Closed Enrolled Sites.**





## Changes in procurement for 2020

Micro-Purchase amount is **\$0 - \$10,000**

(keep receipts on file to document purchase)

Small Purchase amount is **\$10,001-\$250,000**

(requires state agency approval before purchase)

Sealed Bids, competitive proposals, Non-competitive proposals amount is **\$250,001 & over**

(Call our office for instructions. ALSDE must attend bid opening)

Equipment purchase (example stove, freezer, etc. ) that **exceeds \$5,000.00** needs prior approval from ALSDE.

# Sponsor Responsibilities

- ✓ **Notify local health department by sending a list of all sites and site information.**
- ✓ **Evaluate and select sites that are eligible using school data or census data using capacity builder website.** <https://www.fns.usda.gov/capacitybuilder>
- ✓ **Operate sites only after state agency approval.**
- ✓ **Production Kitchen will require a Health Inspection Report and sites will be issued a permit to operate.**



# SFSP Meal Requirements

- ✓ All children must be served the same meal.
- ✓ Exception - when a recognized medical authority provides a statement requiring alternate foods for participants with disabilities or other special dietary needs.
- ✓ With state agency approval, children under 6 may be served smaller meals. Sponsor may serve larger meals to children, but is reimbursed only for the minimum requirement.





- SFSP-14 is required for all sponsors
- Form must be complete
  - signed
  - dated
- Must serve 2 **different** vegetables/fruits/juices or a combination of 2 at lunch that totals 6 ozs

Agreement #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 SFSP-14

**Proposed SFSP Meal Plan**

Signature: \_\_\_\_\_  
 Sponsor assumes all responsibility for meal compliance and changes to menus

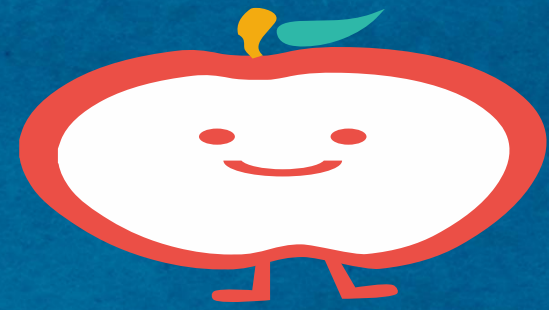
| BREAKFAST                             |                       | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---------------------------------------|-----------------------|--------|---------|-----------|----------|--------|----------|--------|
| Food Components                       | DATES:                |        |         |           |          |        |          |        |
| Milk                                  | 1 cup (8oz)           |        |         |           |          |        |          |        |
| Vegetables/Fruit/Juice                | 1/2 cup (4 oz)        |        |         |           |          |        |          |        |
| Grains/Breads                         | 1 slice/serving       |        |         |           |          |        |          |        |
| LUNCH/SUPPER                          |                       |        |         |           |          |        |          |        |
| Food Components                       |                       |        |         |           |          |        |          |        |
| Milk                                  | 1 cup (8 oz)          |        |         |           |          |        |          |        |
| Meat/Meat Alternate                   | 2 oz                  |        |         |           |          |        |          |        |
| Vegetables/Fruit/Juice (Must serve 2) | 3/4 cup total* (6 oz) |        |         |           |          |        |          |        |
| Grains/Breads                         | 1 slice/serving       |        |         |           |          |        |          |        |
| SNACK                                 |                       |        |         |           |          |        |          |        |
| Food Components                       | Must serve 2          |        |         |           |          |        |          |        |
| Milk                                  | 1 cup (8 oz)          |        |         |           |          |        |          |        |
| Meat/Meat Alternate                   | 2 oz                  |        |         |           |          |        |          |        |
| Vegetables/Fruit/Juice                | 3/4 cup (6 oz)        |        |         |           |          |        |          |        |
| Grains/Breads                         | 1 slice/serving       |        |         |           |          |        |          |        |

Select 2 different components of the 4 for snack.  
 \*Must serve 2 different kinds of vegetables/fruits/juice or a combination.  
 All grains must be enriched or whole-grain.  
 No more than 50% of meat/meat alternate can be met with nuts or seeds.  
 Note: All serving sizes are minimum quantities of the food components that are required to be served.

ALSDE 1/2018

SA Initials: \_\_\_\_\_ Date: \_\_\_\_\_

# Meal Service Requirements



1. Meals must be consumed on site.
2. Child may take only one piece of whole fruit, whole vegetable, or bread off-site.
3. Food must remain at correct temperatures.
4. Sponsor must gain state agency approval for field trips that affect the time and location of meal service which can be noted on the online application on the site document page in the comment section (Meals can not be taken out of state).
5. All sponsors must apply for a waiver if they wish to vend bulk meals ; this is done by selecting bulk meals on the online app.
6. Children must be served and take all components (except for OVS).  
**Milk must be served!**

## Offer Verses Serve “OVS”

**Must submit a Waiver** if you plan to implement OVS. (not required for SFA)

OVS may help sponsors reduce food waste.

One component at breakfast and up to two at lunch/supper may be declined.

Components in meals packaged into a unit may not be declined.



# REMEMBER

1. Meals must have a start and end time. Site Supervisors need to adhere to meal times approved in online application.
2. Utilize milk donation form for donated milk.
3. Test meals are not required nor reimbursable.



# **Non-Reimbursable Meals**

## **Examples:**

- Not served as a complete unit**
- Service outside approved site time or on unapproved dates**
- Consumed off-site unless field trip is approved by State Agency**
- Spoiled or damaged**
- Served in excess of approved level of meal service (CAP)**
- Meals not served to children**
- Left over (meals that are not going to be carried to the next meal service day)**



# Documentation

**Daily Meal Count Form**

**Menus**

**Food Inventory (if operating more than one CNP program)**

**Meal Delivery Tickets for each meal if using a vendor**

**Time Sheets for staff**

**Purchase Invoices (milk and milk donation form)**



## Meal Deliveries for Vended Meals

- **Site personnel must fill out and keep a meal delivery ticket for each meal at the site.**
- **Staple meal delivery ticket to the site's daily meal count sheet.**
- **If vendor does not supply a meal delivery ticket sponsor can develop one or use State Agency Form.**





# Training

- All staff and volunteers must attend training before undertaking duties.
- Training must be documented. Copy of agenda and sign in sheet should be kept on site.
- Agenda must include **Civil Rights training.**
- Be on the look out for a Technical Assistance Training to be offered in May.  
We will email you the information at a later date.





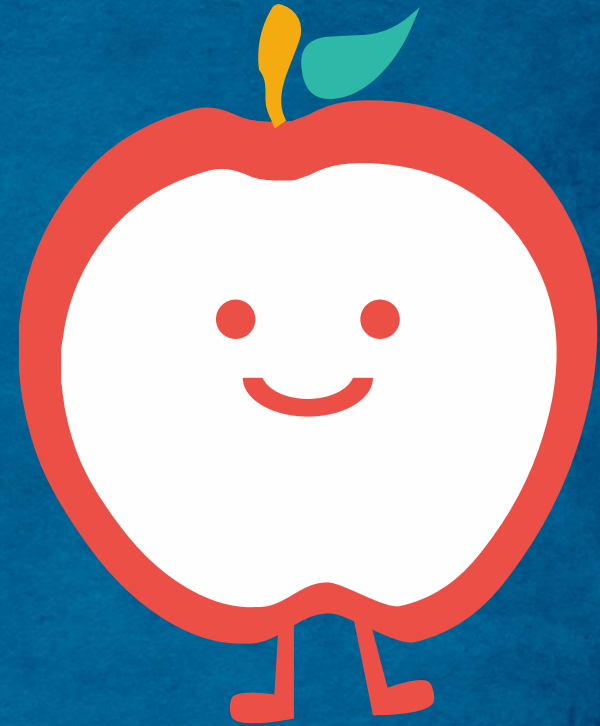
# Monitoring Requirements

- Pre-Op Site Visit must be completed **before first** week of operation for all **new sites**.
- First week Site Visit must be completed **for all sites**.
  - **UNLESS** Sponsor requests a **Waiver** for returning sites with no problematic issues from previous year.  
  
Must perform Site Visit first week even if site will operate only one week
- Four Week Site Visit is required of **all sites** within first 4 weeks of operation and every 4 weeks

What is the purpose of the site visit?

To find problems early and take corrective action. SA will provide additional training if needed to improve program operation.

Call our office at 1-334-694-4659



# Civil Rights

1. All participants, employees, and volunteers must have equal access to employment and participation.
2. Annual civil rights training for staff and volunteers must be completed prior to operation.
3. All staff and volunteers must be trained on how to process a civil rights complaint according to the sponsor's official civil rights complaint procedure.
4. Civil Rights statement located on website.



# Civil Rights

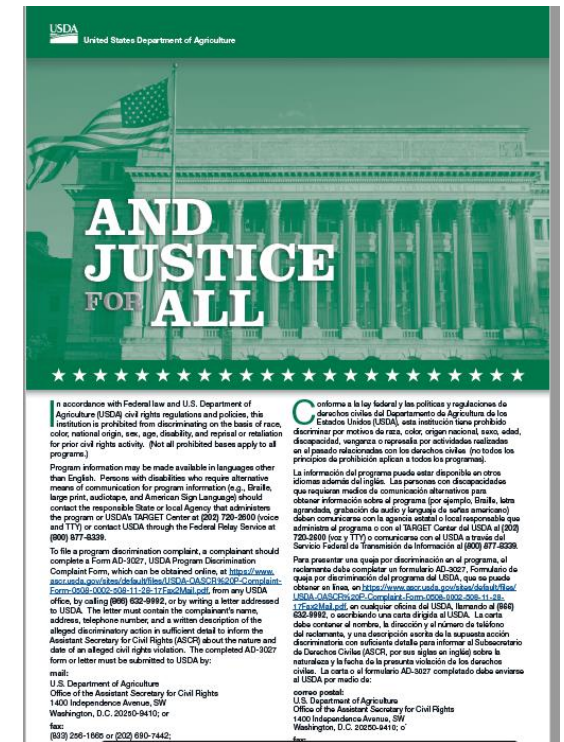
Sponsors must ensure there is no discrimination based on race, color, national origin, sex, age, or disability.

“And Justice for All” poster must be displayed in a prominent location at the sponsor’s place of business and at all feeding sites at the place of meal service.

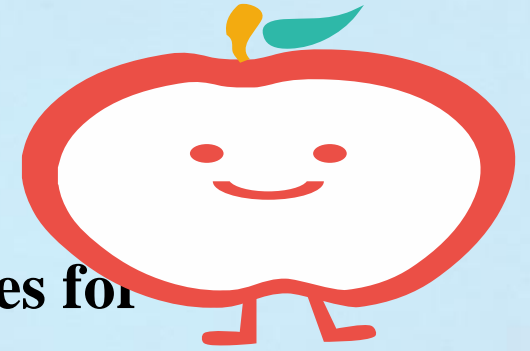
“And Justice for All” poster is available on USDA website and from the state agency.

USDA non-discrimination policy must be included on all program-related materials. **Minimum statement is no longer allowed; the full discrimination statement must be used.**

TRANS ACT is a program that can be used to provide forms to persons with “Limited English Proficiency” (LEP).



## Program Payments – Advances



**Advance payment is available only in months sponsor operates for at least 10 days.**

**Request for advance payment is made as part of the online budget application and cannot be changed once the application has been submitted.**

**Request an amount. If amount is left blank sponsor may not receive an advance.**

**Advances will be deducted from reimbursement, if program reimbursement does not cover amount of advancement.**

**Sponsor will be responsible for repayment.**

# Program Payments – Program Income

## Program income

- **Must be identified and documented for SFSP**
- **Will not be deducted from reimbursement**

## Examples:

**cash donations**

**federal, State or local funds provided to the SFSP**

**income from adult meals**



# Reimbursement Funds that Exceed Expenditures May be Used in 3 Ways:

- 1. May be used to improve the meal service or program**
- 2. May be rolled over into the SFSP for the next year**
- 3. May be used for a nonprofit food service in any other USDA child nutrition program if written approval is granted by the CNP Coordinator.**



# Site Data Sheets:

**Are filed electronically**

**Received within 20 calendar days of the last day of the month**

**State agency is not obligated to pay claims submitted after the deadline**

**One Time Exception (OTE) available only once every 36 months (3 years) and may or may not be granted.**



# Claims

**A claim must be combined when sponsor operates more than one CNP program in the same month**

- 1. Submit each site data sheet individually**
- 2. Combine claims if operating SFSP and CACFP or NSLP in the same month**
- 3. Go to claim, online claim, select the month, validate and save and submit**





# Recordkeeping

**Checklists of required documentation can be found in USDA Administrative Guidance and in Alabama section of the workbook**

**Records must be kept for three years plus current year**

**Unresolved audit findings or program under investigation require the records to be kept longer**



**BREAK for a PLATE**  
ALABAMA

## 2019 Administrative Findings

- Not having approved Waiver to operate
- Serving outside approved meal service time
- Failure to keep accurate records
- Failure to provide required meal components
- Milk shortage and failure to keep accurate Milk receipts and Milk donation form
- Inadequate temperature of meals/storage
- Adult meals price should match online application
- Keep SFSP and NSLP/CACFP separate in your accounting procedures



## **Administrative Reviews**

**Records must be made available for federal and State review**

**Sponsor must immediately implement any Corrective Action Plan mandated by ALSDE**

**All Institutions must understand that State and Federal Officials or their representatives can make visits to review site operations and program records during the Institutions normal hours of operations at anytime during the program fiscal year.**



**Program violations include but are not limited to:**

- Failure to maintain adequate site or sponsor records.
- Failure to adjust meal orders to conform to changes in site attendance.
- Failure to have a trained site supervisor at each site during the meal service.
- Children eating complete meals off-site.
- Claiming meals that were not served to eligible children.
- Serving meals that do not include all required meal components and/or correct quantities.
- Failure to report sites to health department.
- Continued use of food service management companies/commercial meal vendor that violate health codes.
- Submission of false information to the State agency.
- Use of program funds for unallowable costs.
- Failure to return excess startup or advance payments to the State agency.
- Noncompliance with civil rights laws and regulations.



# Serious Deficiency Violations

Include but not limited to:

- **Submission of false information**
- **Allowing a person on the National Disqualified List (NDL) to serve in a key position**
- **Failure to maintain records**
- **Claiming meals that do not meet requirements**
- **Falsifying records to claim meals never served**
- **Conditions that cause imminent risk to health or safety**



## **Program violations may result in:**

- **Withholding of reimbursements**
- **Recovery of reimbursements**
- **Suspension**
- **Termination**



# Administrative Review Process and Things to remember

Reviews are **unannounced** and performed on

1. All new sponsors
2. All existing sponsors operating 20 or more sites
3. Any existing sponsor as needed

**All Institutions must understand that State and Federal Officials or their Representatives can make visits to review site operations and program records during the Institutions normal hours of operations at anytime during the program fiscal year.**

**Keep records current and available at all times.**

**All Contracts with Vendors must be on file and approved by ALSDE.**

**Serve 8 oz. of Milk.**

**Keep all receipts from purchases.**

**Keep online application updated.**





# Farm to Summer

Farm to Summer is a natural extension of the farm to school model, connecting summer meal providers to sources of local food, and providing children with educational opportunities while school is out.

## Local Sourcing-

direct from farm, through a distributor, food hub, farmers market, food service management company, school or community garden.

## Activities-

growing/maintaining a garden, taste tests, recipe contests, cooking demos with local ingredients, farm or farmers market field trips, visit from a producer, special harvest events or kick-offs, & more!





# Best Practices for Farm to Summer

Target local foods for purchase

Use gardens in summer programs

Include fun activities with local foods – taste tests, cooking demos

Visit farms and farmers markets or have farmers visit sites

Start year-round Harvest of the Month program; designate specific days for local foods

Start “Edible” summer feeding sites, like community gardens and farmer’s markets



# Sponsor Resources

Visit

[www.breakforaplate.com](http://www.breakforaplate.com)

to find Sponsor materials.

Printable Flyers

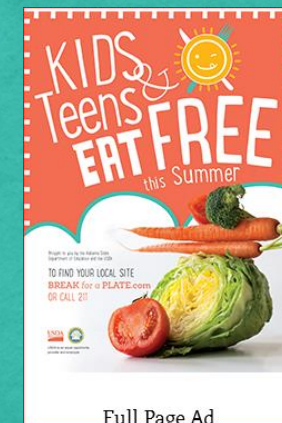
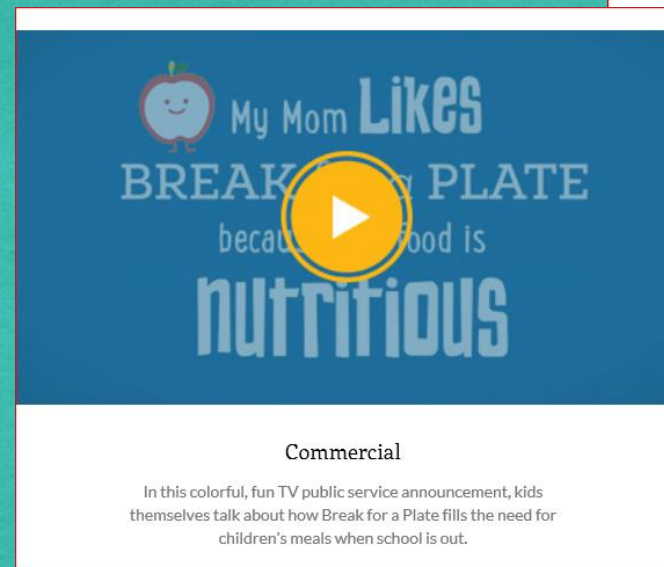
Full Page and Half Page Ads

Radio Ad/Commercials

Printable Yard Signs

Sponsor Packets

Brochure



# Application Changes/Revisions

- All application changes must be approved by state agency **prior to** implementation of changes.
- Submit revisions as soon as you become aware of a change.
- Site data sheets/claims cannot be submitted when revisions are being processed.



# **Site Eligibility**

## **Administrative Guide**



- **Site must be able to offer quality meal service.**
- **Refer to Attachment “Site Selection Worksheet” in USDA Administrative Guide for sponsors.**
- **Have Sponsor/Site agreement signed if operating a site outside of you sponsoring organization.**



# SFSP Applications



Submit application early enough so that all deficiencies can be corrected at least 30 days prior to preferred opening date:

All supporting documents must be received by ALSDE before online application can be approved.

Deadline for all documents and online application is **June 15<sup>th</sup>, 2020**



# Alabama State Department of Education

Application  
Login

Department  
Offices

Learners &  
Parents

Support  
Systems

Education  
Professionals

Schools &  
Systems

Data  
Center

Communications

Calendar

*Every Child a Graduate. Every Graduate Prepared.*

Search...



Summer Food Service Program > Become a Sponsor: Returning Sponsor Application

New Sponsor Application

**Returning Sponsor Application**

Existing CNP Sponsor Application for SFSP

All Forms

| Title  | Description   | Modified  |
|--|---|-----------|
| <a href="#">Form SFSP-10A-3-14</a>   | Use this form for closed enrolled sites and camps                                     | 7/30/2015 |
| <a href="#">Profit &amp; Loss Statement</a>  | Profit & Loss Statement   | 7/30/2015 |
| <a href="#">Returning Sponsor Checklist</a>  | Returning Sponsor Checklist   | 7/30/2015 |
| <a href="#">SFSP 10 Media Release for Open sites</a>                                       | SFSP-10 Media Release for Open or Migrant Sites. To be returned to State Agency       | 7/30/2015 |
| <a href="#">SFSP 11 Free Meal Policy Statement</a>   | SFSP-11 Free Meal Policy Statement  | 7/22/2015 |
| <a href="#">SFSP 12 Sample Health Dept Letter</a>  | This is a Sample Letter to be sent to the Local Health Department for site inspection | 7/22/2015 |
| <a href="#">SFSP Year End Close Out Procedure</a>  | SFSP Year End Close Out Procedure   | 6/11/2015 |
| <a href="#">SFSP-13 Statement of Authority</a>   | Statement of Authority  | 7/30/2015 |
| <a href="#">SFSP-20 Certification Statements on Ineligibility and Criminal Convictions</a> | SFSP-20 Certification Regarding Participation in Other Publicly funded Programs       | 7/30/2015 |

# **CONGRATULATIONS!! You have completed your training. What is next?**

- 1. Return your application forms which are attached to this email 30 days prior to operation. Follow the checklist to know which forms to submit.**
- 2. Forms can be submitted by email to [sfsp@alsde.edu](mailto:sfsp@alsde.edu) or fax to 334-694-4955.**
- 3. All those involved in the program must view entire webinar and names must be added to the training document form.**

